

**SACKETS HARBOR CENTRAL SCHOOL BOARD OF EDUCATION OFFICIAL  
PROCEEDINGS**

**Tuesday, June 17, 2014 @ 5:00 p.m.**

The regularly scheduled meeting of the Sackets Harbor Central School Board of Education, Sackets Harbor, NY, was called to order by President Townsend at 5:00 p.m.

Board Members Present: Christine Allen, Dale Phillips, Angela Green, Stephen Swain, Gregg Townsend

Others Present: Frederick E. Hall, Jr., Superintendent; Jennifer Gaffney, Principal; Julie Gayne, Sheri Rose, Emma Shirley, James Barber, Jessica Lyman

The Pledge of Allegiance was recited.

Courtesy of the Floor

Mrs. Emma Shirley inquired for a friend if the School Nurse position had been chosen. Mr. Hall responded it is listed on the agenda.

13-14 286	Moved by Green, seconded by Swain, to convene to the Distance Learning Room for the New York City Slide Show.
Convene to the Distance Learning Room for the New York City Slide Show	Yes: Phillips, Allen, Green, Swain, Townsend No: None The motion carried.

The meeting recessed at 5:02 p.m.

Mr. Barber took the opportunity at the end of the New York City Slide Show to present the 2014 Yearbook to each Board of Education member.

13-14 287	Moved by Swain, seconded by Green, to resume the meeting.
Resume the Meeting	Yes: Phillips, Allen, Green, Swain, Townsend No: None The motion carried.

The meeting resumed at 5:13 p.m.

13-14 288	Moved by Swain, seconded by Phillips, to approve the May 20, 2014 minutes.
Approval of May 20, 2014 Minutes	Yes: Phillips, Allen, Green, Swain, Townsend No: None The motion carried.

13-14 289	Moved by Phillips, seconded by Swain, to approve Treasurer's Report, Extracurricular Report, Budget Transfers, Warrants and Internal Claims Auditor Report.
Approve Treasurer's Report, Extracurricular Report, Budget Transfers, Warrants and Internal Claims Auditor Report	Yes: Phillips, Allen, Green, Swain, Townsend No: None The motion carried.

13-14 290	Moved by Green, seconded by Allen, to approve CSE & CPSE Recommendation numbers: 1960, 1014, 1015, 1332, 1958, 1656, 1767, 1941, 1761, 1855, 1940, 1857, 1740, 1855, 1761, 1740, 1947, 1856, 1948, 1859, 1947, 1879, 1856, 1942, 1951, 1222, 1949, 1952, 1569, 1126, 1836, 1822, 1823, 1562, 1608, 1043, 1648, 959, 1300
-----------	--

Yes: Phillips, Allen, Green, Swain, Townsend  
No: None  
The motion carried.

13-14 291	Moved by Phillips, seconded by Allen, to approve emergency replacement of Hot Water Heater with McCabe's at a cost of \$11,421.00.
Approve Emergency Replacement of Hot Water Heater with McCabe's at a Cost \$11,421.00	Yes: Phillips, Allen, Green, Swain, Townsend No: None The motion carried.

<p>13-14 292 Approve Discarding Library items to include Various VHS Tapes, Reference Books as per Attached and 33 copies of <u>The Crossing</u></p>	<p>Moved by Allen, seconded by Green, to approve discarding Library items to include various VHS Tapes, Reference Books as per attached and 33 copies of <u>The Crossing</u> by Gary Paulsen ISBN #0440205824.</p> <p>Yes: Phillips, Allen, Green, Swain, Townsend No: None The motion carried.</p>
<p>13-14 293 Approve Resolution for Bus Purchase Bond Authorizing the Bus Purchase Not to Exceed \$112,907.00</p>	<p>Moved by Swain, seconded by Allen, to approve resolution for Bus Purchase Bond authorizing the bus purchase not to exceed \$112,907.00.</p> <p>Yes: Phillips, Allen, Green, Swain, Townsend No: None The motion carried.</p>
<p>13-14 294 Approve St. Lawrence- Lewis BOCES Cooperative Purchasing Agreement Participation for the 2014-15 School Year</p>	<p>Moved by Green, seconded by Allen, to approve St. Lawrence-Lewis BOCES Cooperative Purchasing Agreement Participation for the 2014-15 school year.</p> <p>Yes: Phillips, Allen, Green, Swain, Townsend No: None The motion carried.</p>
<p>13-14 295 Approve Services Agreement Reinstatement with Omni Group for the 2014-15 Year in the Amount of \$1,788.00</p>	<p>Moved by Swain, seconded by Allen, to approve Services Agreement Reinstatement with Omni Group for the 2014-15 year in the amount of \$1,788.00.</p> <p>Yes: Phillips, Allen, Green, Swain, Townsend No: None The motion carried.</p>
<p>13-14 296 Approve 2014-15 Academic Calendar</p>	<p>Moved by Phillips, seconded by Green, to approve 2014-15 Academic Calendar.</p> <p>Yes: Phillips, Allen, Green, Swain, Townsend No: None The motion carried.</p>
<p>13-14 297 Approve Sonya Esposito as a Teacher on Special Assignment to Pursue a Position as a Regional Peer Coach for the STLE 3 Grant with the Jefferson- Lewis BOCES for the 2014-15 School Year with a Return to the District September 2015</p>	<p>Moved by Allen, seconded by Green, to approve Sonya Esposito as a Teacher on Special Assignment to pursue a position as a Regional Peer Coach for the STLE 3 Grant with the Jefferson-Lewis BOCES for the 2014-15 school year with a return to the District September 2015.</p> <p>Yes: Phillips, Allen, Green, Swain, Townsend No: None The motion carried.</p>
<p>13-14 298 Approve Tenure for Tia Morgia, Elementary Teacher, Effective September 1, 2014</p>	<p>Moved by Allen, seconded by Phillips, to approve tenure for Tia Morgia, Elementary Teacher, effective September 1, 2014.</p> <p>Yes: Phillips, Allen, Green, Swain, Townsend No: None The motion carried.</p>

13-14 299 Approve Tenure for Chelsea Nohle, English 7-12, Effective September 1, 2014	Moved by Allen, seconded by Phillips, to approve tenure for Chelsea Nohle, English 7-12, effective September 1, 2014.  Yes: Phillips, Allen, Green, Swain, Townsend No: None The motion carried.
13-14 300 Approve Jennifer Johannessen as as School Nurse/Attendance Officer, effective September 1, 2014 at a Salary of \$40,000	Moved by Green, seconded by Swain, to approve Jennifer Johannessen as School Nurse/Attendance Officer, effective September 1, 2014 at a salary of \$40,000.  Yes: Phillips, Allen, Green, Swain, Townsend No: None The motion carried.
13-14 301 Approve Jonna St. Croix as 7-12 Social Studies Teacher, Effective September 1, 2014 at a Salary of \$47,110.00 MS, Step III	Moved by Phillips, seconded by Allen, to approve Jonna St. Croix as 7-12 Social Studies teacher, effective September 1, 2014 at a salary of \$47,110.00 MS, Step III.  Yes: Phillips, Allen, Green, Swain, Townsend No: None The motion carried.
13-14 302 Approve Daniel Aubin, Micro Computer Technician, Effective July 1, 2014 at a Salary of \$39,000 with a One-Time \$2,500 Increase upon Successful Completion of Civil Service Testing Requirements. New Salary of \$41,500 will Remain in effect until June 30, 2016	Moved by Swain, seconded by Green, to approve Daniel Aubin as Micro Computer Technician, effective July 1, 2014 at a salary of \$39,000 with a one-time \$2,500 increase upon successful completion of Civil Service testing requirements. New salary of \$41,500 will remain in effect until June 30, 2016.  Yes: Phillips, Allen, Green, Swain, Townsend No: None The motion carried.
13-14 303 Approve Tina Thompson as Substitute Summer 2014 Bus Aide	Moved by Allen, seconded by Phillips, to approve Tina Thompson as substitute Summer 2014 Bus Aide.  Yes: Phillips, Allen, Green, Swain, Townsend No: None The motion carried.
13-14 304 Approve Dale Simmons as a Substitute Cleaner/ Cafeteria Employee Pending Fingerprint Clearance	Moved by Phillips, seconded by Green, to approve Dale Simmons as a Substitute Cleaner/Cafeteria employee pending fingerprint clearance.  Yes: Phillips, Allen, Green, Swain, Townsend No: None The motion carried.
13-14 305 Approve Maureen Herzog as Substitute RN Nurse Pending Fingerprint Clearance	Moved by Allen, seconded by Swain, to approve Maureen Herzog as substitute RN Nurse pending fingerprint clearance.  Yes: Phillips, Allen, Green, Swain, Townsend No: None The motion carried.

13-14 306 Approve Out of District Students Per Attached for the 2014-15 School Year	Moved by Green, seconded by Allen, to approve Out of District students per attached for the 2014-15 school year.  Yes: Phillips, Allen, Green, Swain, Townsend No: None The motion carried.
13-14 307 Approve Class Advisors, Extracurricular Advisors & Coaches for the 2014-15 School Year	Moved by Swain, seconded by Green, to approve Class Advisors, Extracurricular Advisors & Coaches for the 2014-15 school year.  Yes: Phillips, Allen, Green, Swain Abstain: Townsend No: None The motion carried.

Superintendent’s Report

Mr. Hall reported on Jefferson-Lewis BOCES Solar Array. There was an article published in the Watertown Daily Times regarding this topic. School Superintendents were given a presentation at their monthly meeting. This is a private company that can seek grant money that municipalities cannot. The company would lock in at a stable price and forecast a rate out for a period of ten to twenty years. The Sackets Harbor Central School District would not be able to do a Solar Array due to the fact we do not own enough land and the District is land locked. This opportunity could be done as a consortium and have Jefferson-Lewis BOCES as the Lead Agency. It will take approximately one year to investigate this opportunity. Mr. Hall indicated he did sign a letter to be included in the study.

Mr. Hall reported the District received a thank you note from the Watertown Savings Bank for the opportunity to build a long standing relationship.

Mr. Hall took the opportunity to read a thank you card from Patricia Akin.

Mr. Hall reported the District received 100 percent in all categories from the Department of Transportation on bus inspections.

Mr. Hall reported the District has received the Annual Drinking Water 2014 Report. for the Village of Sackets Harbor. There were no violations and the Village met all standards.

Mr. Hall reported the Senior Class Picnic was held on Monday, June 16 at his home. Everyone had a great time and Mr. Hall indicated it was a privilege to host the picnic.

Mr. Hall reported Senior Parent Night went very well.

Mr. Hall reported there is a screenplay being brought to Sackets Harbor. The title is Powder Monkey. This is scheduled for the Fall and will allow participation for Sackets Harbor Central students.

Mr. Hall reported on June 10 students participated in a Broadway Cabaret at the Lake Ontario Playhouse.

Mr. Hall reported Academic Awards Nights on June 7 went well. Kudos to Eileen Townsend and Lisa Ingerson for a well orchestrated event.

Mr. Hall reported Prom went very well. Crowning was held this year at the Gazebo (Band Stand) and dinner and dancing was held at the Clayton Opera House.

Mr. Hall reported the District held the Celebrate Life Ceremony. A crimson maple tree was planted in the 1992 wing area.

Mr. Hall reported the next big events for the District are Baccalaureate Ceremony, Alumni Banquet and Graduation.

Mr. Hall updated the Board of Education on the DOL (Department of Labor) violations. The tank relocation is near completion. Department of Labor will return to the District on June 24 for a re-inspection. Mr. Hall indicated Randy Kellar and crew have worked very hard to be in compliance.

Mr. Hall reported Automotive Mechanic/Bus Driver and Typists interviews will be conducted next week.

Mr. Swain questioned Shared Services with the Village regarding the gasoline tank. Mr. Hall indicated there has been a conversation with the Village on this matter. There would be an approximate cost of \$8,000 for a software program so each entity is billed properly and trucks would be filled on District site. Discussion took place on the pros and cons of this scenario.

Principal’s Report

Ms. Gaffney reported Randy Kellar and Kara Kleiboer attended a field maintenance workshop. They learned a great deal including the District should be adding clay, little by little each year, to maintain the fields and reseeding as needed. The District recently purchased an aerator which should improve the condition of the fields. The District hopes to purchase a roller to accompany the aerator.

Ms. Gaffney updated the Board on the baseball field netting. Vendors have been contacted and waiting for responses. Ms. Gaffney indicated she has been unable to find a local vendor so she is sending pictures of our area and having vendors offer their suggestion as to netting size.

Ms. Gaffney reported some coaches have shared their interest in instituting a cut policy at the varsity level in certain circumstances. While some of the District’s teams are relatively small, occasionally the District has had very large teams. This is expected in soccer, basketball and baseball for the upcoming school year. An ideal threshold would be identified and agreed upon and rubrics would be used to collect data on student athletes’ skills in a fair and systematic manner. The Varsity coaches have requested that we consider allowing tryouts and cuts to not only make our teams more competitive, but to minimize student-athlete and parent frustrations over the long seasons.

The District realized that often athletes are brought up from lower levels if they are gifted. It this occurs, the athlete would not take away a spot from a varsity player, but rather the number on the team would be increased.

Ms. Gaffney sought thoughts from the Board of Education.

Mr. Phillips indicated he thought coaches had the right to cut at the varsity level. Ms. Gaffney indicated there is no formal policy. Mr. Phillips questioned what other schools currently do. Ms. Gaffney indicated General Brown and Belleville-Henderson us a rubric and have a try out period.

Mr. Hall indicated he was on the opposite spectrum. The District is a small school with a limited number of opportunities.

Mr. Townsend indicated that there are some students who just want to be part of the team.

Mrs. Green indicated the JV coaches prepare students for the varsity level. It is a difficult job not to squash dreams and how do you know a student will not progress differently.

It was determined a procedure and rubric list will be drafted for the Board of Education to review.

Ms. Gaffney reported having a follow up conversation with the parents who expressed interest in lacrosse and shared with them that our Board of Education was most interested in maintaining our existing programs and would make any combining decisions based on data available.

Ms. Gaffney took the opportunity to share her appreciation to Chris Allen, Brenda Bockus and Tammy Ditch as well as the many other volunteers who have served in our Athletic Booster Club. Ms. Gaffney indicated they have done so much for the district and the athletic programs and are truly grateful. Unfortunately, due to lack of volunteerism, the Booster Club is going to step back for some time to hopefully regroup stronger in the future.

Ms. Gaffney reported all coaching positions have been filled. The District will need to fill the Modified Softball position. Cheerleading, at this point, looks like it will have the numbers to form a squad. Mrs. Thomas will need to be recertified as Cheerleading Coach.

Ms. Gaffney reported she has been selected to represent the region as a Regional Principal under the STLE 3 Grant.

Ms. Gaffney reported K-6 grade level planning is underway for the 2014-15 school year.

Ms. Gaffney reported the Sackets Support Group performed a skit in the hallway to gauge how teachers and students would react to a potential bullying situation. The scenario did not work out as expected, but allowed for a rich dialogue with all students in grades 6-12 at the Town Hall meeting that followed. Ruth Mintz, Garrett Meredith and Seth Phillips participated in the skit and did an outstanding job.

Mr. Hall indicated he shared the anti-bullying video prepared by Anthony LaBrake with the Briggs’ family (from Thousand Islands Central).

Ms. Gaffney reviewed the Cell Phone Policy and the Personal Electronic Device Policy. The cell phone policy allows students to listen to music in study halls, MPR and hallways which is now conflicting with the policy and procedure with the Personal Electronic Device Policy. Faculty do not want to “police” this issue. If students are not supervised properly, it puts the District at risk. Ms. Gaffney indicated the Personal Electronic Device Policy will remain intact but is considering eliminating the listening of music practice. Ms. Gaffney reported at the Code of Conduct Review, Mr. Altieri, Committee Volunteer, asked how this has benefited the District by allowing students to listen to music? Ms. Gaffney sought Board of Education consent to send a letter home with report cards notifying parents and students on the change on listening to music with cell phones.

The Board of Education consented to allow Ms. Gaffney to send a letter home with report cards indicating the change in not allowing students to listen to music with cell phones in the hallway, MPR and hallways.

Ms. Gaffney reported Flag Day Ceremony was held in the gym with Maryann Oliver, Darah Oliver and Joan Cumoletti participating.

Ms. Gaffney took the opportunity to publically thank Hannah Kenney who volunteers on most school days to assist with copying.

Old Business

Mr. Hall reviewed with the Board of Education the Pre-K issue. As the Board of Education is aware, there have been no Pre-K allocations in the last five years. There is currently a new RFP to bid on a full day Pre-K Program. Julie Gayne prepared a synopsis on the cost for a Pre-K program in the District. There was a June 16 deadline that was extended to July for a letter of intent to be sent to SED. Mr. Hall has met with Peg Fiestal, Benchmark Family Services, on the possibility of creating a Pre-K Program. Currently, the District cannot afford a large shortfall to establish a Pre-K program.

Ms. Emma Shirley left at 6:45 p.m.

Julie Gayne took the opportunity to review with the Board of Education that a Capital Reserve was established last year by using \$300,000 of Fund Balance. Ideally, the District would have a project come off the books in five years and that would be an ideal time for the next project to come on. In order for this to happen, there would need to be a discussion a year from now. The District has infrastructure items that need to be addressed.

At this time, Julie Gayne is still completing end of year fiscal bookkeeping, but would need a motion to contribute money into the Capital Reserve Fund for the end of the 2014

13-14 308 Funding Capital Reserve Fund up to \$300,000	Moved by Swain, seconded by Phillips to fund the Capital Reserve Fund up to \$300,000 at the end of the 2013-14 fiscal year.
	Yes: Phillips, Allen, Green, Swain, Townsend
	No: None
	The motion carried.

Julie Gayne reviewed with the Board of Education the Banking Institutions are appointed at the Reorganizational Meeting. The District will need to name two banking institutions in July 2014 based on the interest of the Board to pursue a relationship with WSB Municipal.

Julie Gayne asked Mr. Swain to report on the meeting with the WSB Municipal Bank.

Mr. Swain indicated he was pleasantly surprised with the progress WSB Municipal Bank was making on municipalities, schools and colleges. Mr. Swain indicated it seemed like a great fit. There was a personal connection and service and it seemed they could do what we need them to do. The bank does not charge for a lot of things, they were comfortable with the District’s payroll account and they seemed to have the right answers. Mr. Swain felt the representatives from the WSB Municipal Bank were eager to please and it would solidify the WSB Municipal Bank presence in Sackets Harbor.

Julie Gayne followed up with LaFargeville Central School’s experience with this bank and they are pleased. WSB Municipal Bank indicated they recently transitioned JCC and the process including payroll went very well. .

Julie Gayne indicated she continuously is in contact with Key Bank to receive \$3,000 in return fees that are outstanding. Julie Gayne emphasized she is not unhappy with the local branch of Key Bank,, but corporate policy.

13-14 309	Moved by Swain, seconded by Phillips to allow, Julie Gayne to establish a banking
Establish	relationship with WSB Municipal Bank.
Banking	
Relationship	Yes: Phillips, Allen, Green, Swain, Townsend
with	No: None
WSB	The motion carried.
Municipal	
Bank	

New Business

13-14 310	Moved by Swain, seconded by Green, to establish July 15 at 3:00 p.m. as
Establish	Reorganizational Meeting Date.
Reorganizational	
Meeting Date	Yes: Phillips, Allen, Green, Swain, Townsend
as July 15, 2014	No: None
at 3:00 p.m.	The motion carried.

Mr. Hall took the opportunity to review Cybersurance Privacy and Security Breach Coverage provided by Utica National Insurance. This coverage would provide insurance to the District should students’ and staff identifiable information be compromised should there be a network breach. The cost would be \$950.00 annually with a \$5,000 deductible that would cover up to \$250,00.

13-14 311	Moved by Green, seconded by Allen, to purchase Cybersurane Privacy and Security
Purchase	Breach Coverage provided by Utica National Insurance at a cost of \$950.00 annually.
Cybersurance	
Privacy and	Yes: Phillips, Allen, Green, Swain, Townsend
Security	No: None
Breach	The motion carried.
Coverage	
Provided by	
Utica National	
Insurance at a	
Cost of \$950.00	
Annually	

Julie Gayne reported she has submitted all proper items on the Property Tax Cap Freeze. This submission was completed on June 17, 2014.

Board Issues

Julie Gayne reported the District underwent the Child Nutrition Audit in May. Todd Marshall needs to submit a Safety Plan this summer.

Julie Gayne reported the auditors have been in for a pre-audit visit.

Mrs. Angela Green took the opportunity to thank the students and staff on Casual for a Cause that benefited employees at Belleville-Henderson that were involved in an automobile accident.

13-14 312	Moved by Swain, seconded by Green, to adjourn.
Adjourn	
	Yes: Phillips, Allen, Green, Swain, Townsend
	No: None
	The motion carried.

The meeting adjourned at 7:30 p.m.